

DEPARTMENT OF SOCIAL SERVICES

POSTING DATE: August 25, 2006

CLOSING DATE: September 8, 2006

ANTICIPATED VACANCY NOTICE FISCAL ADMINISTRATIVE OFFICER

The Department of Social Services is presently recruiting to fill a Fiscal Administrative Officer position in the Contract Administration Division at our Central Office location.

POSITION: Fiscal Administrative Officer

OPEN TO: Current State Employees and the Public

BARGAINING UNIT: Administrative & Residual (P-5)

SALARY RANGE: \$52,811 to \$66,353 annually (AR 22)

LOCATION: 25 Sigourney Street, Hartford, CT 06106

EXAMPLES OF DUTIES:

Performs a variety of professional fiscal and administrative functions related to contract development for those contracts related to the Bureau of Rehabilitative Services; facilitates and administers contract development process and procedures and provides technical assistance to grantees; assists head of fiscal/administrative operations, division head or agency in budget preparation by compiling and consolidating data and projecting expenditures; maintains budget control by reviewing and authorizing expenditures and monitoring expenditures against appropriations and allotments; prepares budget reports; prepares various financial statements and reports; assists in planning and implementation of financial aspects of EDP systems; utilizes EDP systems for financial records, reports and analyses; prepares or reviews grant budgets and other fiscal portions of grant applications; provides technical assistance to grantees regarding accounting procedures; reviews various contracts, financial documents and financial reports to ensure compliance with grant requirements; exercises functional supervision over a variety of clerical fiscal/administrative activities such as maintenance of accounting records, payroll preparation, preparation and processing of purchase requisitions, grant and contract record keeping; performs personnel tasks such as conducting screening interviews and job audits; performs technical purchasing tasks such as soliciting bids and recommending contract awards; assists in formulation of policies and procedures relating to area(s) of responsibility and implementation of such policies and procedures; acts as liaison with agency central fiscal and administrative offices(s) and/or central state agencies; may supervise support services such as switchboard, duplicating services or maintenance; performs related duties as required.

EXPERIENCE AND TRAINING:

Six (6) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grant administration, personnel, payroll, purchasing) at least one of which must be an accounting or budgeting function.*

SPECIAL EXPERIENCE:

Two (2) years of the General Experience must have been at the paraprofessional level, requiring the exercise of some independent judgment in the application of basic principles and procedures in accounting, budgeting, personnel, purchasing or related fiscal administration functions. Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is at the professional training level and above the paraprofessional level.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in public administration, business administration or accounting may be substituted for one (1) year of the Special Experience.

Note: This position will be filled by a candidate who is eligible for appointment as a Fiscal Administrative Officer, or the position may be filled by a candidate from current Reemployment/SEBAC lists to whom we are obligated to give priority consideration.

APPLICATION PROCEDURE: To apply you must submit an original completed State of Connecticut Application (Form PLD-1) in order to be considered for an interview. The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. Please forward your completed original State of Connecticut Application (Form PLD -1) and a Cover Letter to:

**Kelly Geary, Principal Personnel Officer
Department of Social Services
Human Resources - 12th Floor
25 Sigourney Street
Hartford, Connecticut 06106**

Applications must be received by close of business September 8, 2006

An Equal Opportunity / Affirmative Action Employer